

# 1.

## **SIGN APPLICATION**

### **The Process at Glance**

\*Submit the following to the Planning Department, Room #202, Municipal Building, 214 Park Avenue SW:

- the completed and signed application form (attached);
- a drawing of the proposed sign including dimensions and the graphics, and, if free-standing, the height and location on the site;
- the application fee of \$50.00 (check payable to "City of Aiken").  
( Fee for signs with maximum size of 1.5 sq. ft., to be installed under a canopy/awning, when no other signage is requested, is \$20.00)

\*If the sign is to be installed within a Historic District or the Downtown Business District an application for a Certificate of Approval from the Design Review Board must also be submitted.

\*If there are questions or more information is needed, a staff member will call you.

\*Once the application is approved, we will call you. You may either pick up the application or we will mail it to you.

\* Please be aware that consideration of an application may require site visits by the staff and members of the appropriate boards or commissions. These visits will be made during daylight hours. If the application is approved, the Zoning Official or other staff member may check the site for compliance with the terms of the approval.

The sign will be inspected to be sure it conforms to the approved permit. If you have questions, please call the Planning Department at (803) 642-7608.

## **Zoning Ordinance Basics for Business**

Recognizing that ordinances and government regulations can be complicated and frustrating, the City of Aiken Planning Department has prepared this summary of Zoning Ordinance provisions that affect businesses. While the following is not intended to be all-inclusive, these are areas that are most often found to be confusing. We encourage you to contact the Planning Department whenever in doubt regarding these issues or any other questions you may have about the Ordinance.

### **Signs**

- \* A Sign Permit is required for most signs except certain types exempted by the Zoning Ordinance.
- \* Each business sign must be located on the subject property.
- \* Business signs are not permitted in the street right-of-way.
- \* No more than one freestanding sign (any sign not attached to a building) is allowed per lot, except for certain corner lots.
- \* The type (monument or pole), maximum height, and maximum size of the freestanding sign will be regulated by the zoning designation of the property where the sign is to be located.
- \* Wall signs cannot exceed 20% of the front surface of a building and 25% of the side and rear surface of a building.
- \* One banner is permitted on the frontage street side of a building. The banner cannot exceed 60 square feet and must be attached flush against the building surface, canopy, or that section of a fence that is attached to the main building. A sign permit is not required for a banner.

### **Landscape Maintenance**

- \* Trees cannot be removed from a lot where there is a multifamily or nonresidential use without City approval.
- \* Where landscaping must be installed in accordance with the Zoning Ordinance, all such landscaping must be maintained in good condition and replaced if missing or dead.
- \* Maintenance of all trees shall conform to the tree's natural shape and growth pattern. "Topping" and "heading back" are prohibited.

### **Miscellaneous**

- \* Parking lot/sidewalk sales are permitted as long as required off-street parking is not eliminated, the activity does not create a vehicular or pedestrian traffic hazard, and no structures or fences are erected.
- \* Outdoor storage of equipment or materials incidental to the use of the business must be screened by a solid wall or fence at least seven feet high.
- \* Overnight parking of commercial trailers, except those actively delivering goods, is prohibited in all districts except for the light industrial and the industrial districts
- \* Any exterior change to any structure located within the Historic District or the Downtown Business District requires prior approval from the Design Review Board.

Remember, before changing the nature or scale of your business activity, please contact the city of Aiken Planning Department at (803) 642-7608 regarding Zoning Ordinance requirements that may be related to your plans.

# City of Aiken

## Sign Permit Application

Application # \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

### Applicant

Name : \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code \_\_\_\_\_

Name of Company/Person Installing Sign \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: \_\_\_\_\_

Zone \_\_\_\_\_ Historic District/Landmark or Old Aiken Overlay District: Yes \_\_\_\_\_ No \_\_\_\_\_

**Note: One drawing of sign including dimensions, height, and location on site must be attached.**  
**Permit expires 180 days from date of approval**

### Type of Sign

\_\_\_\_\_ **Wall Mounted Sign:** \_\_\_\_ New \_\_\_\_ Alteration \_\_\_\_ Repair \_\_\_\_ Other (explain) \_\_\_\_\_

Square Footage of Wall \_\_\_\_\_

Square Footage of Sign \_\_\_\_\_

Square Footage of Other Signs on Wall \_\_\_\_\_

Type of Lighting \_\_\_\_\_

\_\_\_\_\_ **Free-Standing Sign:** \_\_\_\_ New \_\_\_\_ Alteration \_\_\_\_ Repair \_\_\_\_ Other (explain) \_\_\_\_\_

Square Footage of Sign \_\_\_\_\_

Height of Sign \_\_\_\_\_

Type of lighting \_\_\_\_\_

Does the Free-Standing Sign contain an Electronic Reader Board Sign? Yes \_\_\_\_\_ No \_\_\_\_\_

Other Free-Standing Signs on Site (describe) \_\_\_\_\_

If Downtown Business Zone, describe pole \_\_\_\_\_

### **Questions for Electronic Signs**

1. Is the electronic sign equipped with a photocell to automatically adjust the brightness of the lights to no more than 0.3 foot-candle above ambient light as measured using a foot-candle meter at a distance from the sign derived by taking the square root of the product of the area of the sign times 100
- (  $\sqrt{\text{sign sq. ft.} \times 100}$  )? **The photocell must automatically adjust the brightness according to ambient light conditions. The use of manual dimming or scheduled dimming would not meet this requirement.**

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is the electronic sign equipped with a mechanism to turn the sign off in the event of a malfunction?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Has the customer been made aware that the message may not change more than once every 10 seconds in an instantaneous manner with no flashing, scrolling, animation, or movement of any sort?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Is the electronic sign being installed on a sign that is otherwise nonconforming?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Is the electronic sign being installed on a freestanding sign to be used as a readerboard?

Yes \_\_\_\_\_ No \_\_\_\_\_

### **Comments**

I certify by my signature that this application is accurate and complete.

Signature

Date

Print or Type Name

Title

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

**Note: Permit expires 180 days from date of approval**